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[gomaa\\_translator@yahoo.com](mailto:gomaa_translator@yahoo.com)**



# Gomaa Hashim Ahmed Fouda

**English < > Arabic Translator**

## Objective

Seeking a challenging position at a reputable company where my linguistic abilities can be utilized and developed efficiently.

## Professional History (2006- to date)

### In-House

**(1 February 2009- to date)**

- **El Nasr for Services and Maintenance Co. (Queen Service) - National Service Projects Organization- Egyptian Ministry of Defence**, Head Office at 21 El Nasr Road, Beside Military Hotel, Cairo, Egypt [www.queenserviceegypt.com-http://al-nasr-for-services.tradenote.net](http://www.queenserviceegypt.com-http://al-nasr-for-services.tradenote.net). (Part Time)

**(5 February 2008- 1 February 2009)**

- **International Bureau of Allied Translators (Topnotch)**, Head Office at 23 Ahmed Kamel St., off Lasilky St., New Maadi, Cairo ([www.topnotchegypt.com](http://www.topnotchegypt.com)).

**(15 July 2007- 4 February 2008)**

- **Arabize Computer Service**, Head Office at 22 Anwar El Mofty St., Tiba 2000 Administrative Bldg., Rabaa Al Adawya, Nasr City, Cairo, Egypt ([www.arabize.com.eg](http://www.arabize.com.eg)).

# Freelancing

## (March 2006- to date)

- **International Professional Group (IPG)**, Head Office at 6 Al-Gehad St., Lebanon Sq., Giza, Egypt. IPG is one of the eight translation agencies in Egypt authorized by the [British Embassy](#).
- **Administrator of Al Alsun Translation Team:** I lead a team of seven professional translators who are graduated from Al Alsun Faculty (of Modern Languages) and have a great experience in various translation fields.

## (September 2007- to date)

- **Faculty of Al Alsun (Modern Languages)** whose translation has high credibility before governmental and official bodies in Egypt.
- **Communication Legal Translation**, Abu Dhabi, UAE.

## (January 2008- to date)

- **International Bureau of Allied Translators (*Topnotch*)**, Head Office at 23 Ahmed Kamel St., New Maadi, Cairo.
- **Deputy Manager** of Al Alsun Group for Translation Services (AGTS).

## (2005- to date)

- **Dar Al-Karaz Publication Firm** at Manshiyat Al Bakry, Cairo, Egypt.
- **Prof. Mohamed Nassar Tolba**, (Lecturer of Translation and Poetry at Al-Alsun Faculty - an authorized translator in Refaa Translation Department, Faculty of Al-Alsun - manager of a translation office).

## (2005- December 2007)

- **InfoEgypt** at Kasr El-Nile St., Tahrir, Cairo, Egypt.
- **Specialized Translation Office** at Al-Mirour St., Dokki, Giza, Egypt.
- **Al-Manhal Translation and Computer Service** at Tharwat St., Dokki, Giza, Egypt.
- ✚ **Translating different fields for some individual and corporate clients in Egypt and UAE.**

## Fields of Experience

### The Translation fields include, but not limited to:

- |                            |                            |
|----------------------------|----------------------------|
| ○ Laws/ resolutions        | ○ Certificates/ diplomas/  |
| ○ Agreements/ contracts    | licenses/ CVs              |
| ○ Powers of attorney       | ○ Employment               |
| ○ Receipts/ warrants       | ○ Taxation/ customs        |
| ○ Judgments                | ○ Management               |
| ○ Actions/ appeals         | ○ Ships/ sailing/ maritime |
| ○ Declarations/ affidavits | ○ Multimedia/ internet     |
| ○ Wills/ letters           | ○ Transport/Shipping       |
| ○ Telecommunications       | ○ Petroleum engineering    |
| ○ Economics/ finance       | ○ Localization             |
| ○ Trademarks/ patents      | ○ Brochures/ manuals       |

- Marketing/ advertising
- Insurance
- Real estate
- Websites
- Education
- All legal & financial forms

## Education and Courses

### **B.A in English Language, Literature and Translation**

**Faculty:** Faculty of Al–Alsun (Modern Language), Ain Shams University

**General Grade:** Good

**Graduation Research:** Translation

**Year of Graduation:** May 2007

**Letter of Recommendation** from the Faculty of Al Alsun for my contributions to the Translation Projects- submitted by Prof. Dr. Makarim El Ghamry, Dean of Al Alsun Faculty.

### **Translation courses at Arabize Computer Service including:**

- ✚ Translator Research Tools
- ✚ Arabic Rules
- ✚ Common Arabic Mistakes
- ✚ Legal Translation
- ✚ Tips for legal translation
- ✚ Types of Documentation
- ✚ CAT Tools
- ✚ Tips for translating Legal Terms
- ✚ What is Technical Writing
- ✚ Your Guide to Economic Translation

### **Development courses in soft skills at Arabize Computer Service including:**

- ✚ Creative thinking
- ✚ Time Management
- ✚ Communication skills
- ✚ Business Etiquette
- ✚ How to Plan Your Own Development & Decision Making
- ✚ Team work
- ✚ Knowledge concept

### **Reading translation books including, but not limited to:**

- ✚ Translation of Contract, Mahmoud Mohamed Sabra
- ✚ Translation of Governmental Contacts, Mahmoud Mohamed Sabra
- ✚ Basics of Legal Drafting, Mahmoud Mohamed Sabra
- ✚ Art of Translation, Mohamed Anani
- ✚ Course Book in Translation, Mohamed Anani
- ✚ Shortened CPA Law Review, George C. Thompson.

## Translation Skills and Competences

- ❖ Dealing with all the kinds and levels of translation works efficiently depending on lingual abilities built over more than 10 years.
- ❖ Using all the dictionaries that the projects need, whether they are monolingual or bilingual, general or specialized, or hard copy, electronic or online dictionaries.
- ❖ A hard working and highly-organized translator who is ready to learn new skills.
- ❖ Ready to work under pressure in emergencies

Minimum number of words per day	<b>2000</b>
Maximum number of words per day	<b>3500</b>




## Language Skills

 <b>Arabic</b>	Mother tongue
 <b>English</b>	Professional
 <b>German</b>	Good

## Computer Skills

 Windows Professional (98-2000-XP) - MS Office - Internet.

### CAT Tool

 (Trados – TagEditor – LocStudio)  
 Touch typist ( Arabic – English)  
 Having a permanent access to internet (Lap Top)

## Personal Data

**Marital Status:** Single  
**Military Service:** Postponed  
**Date of Birth:** 5 February 1986

## Interests

**Reading, history, music, football, and volleyball**

## References

- **Dr. Mohamed Tolba Nassar**, lecturer of Al-Asun (Languages) Faculty, Tel. (+2) 010 5430599, E-Mail: [jopagering@yahoo.co.uk](mailto:jopagering@yahoo.co.uk)
- **Mrs. Sherifa M. Elkerdany**, Chief Translator and Manager of Topnotch ([www.topnotchegypt.com](http://www.topnotchegypt.com))

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**For samples of my translation works, please contact me**